

## **Background Check Clarification for Department of Human Services Regulated AFC and HFA Facilities**

### **(1) For Applicant Employees Conditionally Hired On or After 4/1/06:**

- The Applicant Unified form is to be completed by all applicant/conditional employees that have been given a good faith offer of employment prior to the licensee beginning the criminal background check process.
- The completed Applicant Unified form is to become a permanent part of the applicant's employee record.
- The Fingerprint Request form is then printed and the employee is scheduled for IDENTIX fingerprinting.
- Copies of the IDENTIX fingerprint receipt, given to the applicant by IDENTIX at the time of fingerprinting, is the facility's verification they have complied with the law and should be maintained in the employee's record.
- The criminal history check notice of findings sent via the Michigan Long Term Care Partnership Workforce Background Check website and/or State Analyst then becomes part of the employee permanent record.
- If the facility determines it necessary to employ an individual before receiving the results of the individual's criminal history check, the facility may conditionally employ the individual after completing and signing the Applicant Unified form, and being fingerprinted.

### **(2) For Employees Employed in AFC or Health Care Facility/Agency Before 4/1/06:**

- The new Agreement to Notify of Arraignment/Conviction Form (revised January/07), must be completed by all employees employed in AFC or HFA facilities before 4/1/06.
- The Agreement to Notify of Arraignment/Conviction Form and the Exempt Employee Data form are to become a permanent part of the employee's record.
- Use the Exempt Employee Data Form (attached to the Agreement to Notify of Arraignment/Conviction Form) as a means of collecting employee data necessary to register the employee on the web site.
- Employees who worked in AFC or health facilities/agencies before 04/01/06, who are scheduled to be fingerprinted by IDENTEX in April, are to go to their scheduled appointment site.
- Employees who worked in AFC or health facilities/agencies before 4/1/06 who have not yet been fingerprinted by IDENTEX, will not be fingerprinted until further notice.
- A copy of the IDENTIX fingerprint receipt is the facility's verification they have complied with the law and should be maintained in the employee record.